

Introduction

This booklet provides supplementary practice to accompany instructions presented in your IBM "SELECTRIC" COMPOSER TRAINING GUIDE. The two have been designed to be used together.

After you have read about a particular operating procedure, you will be directed to come to this SUPPLEMENT if you care to apply what you have just learned. Step-by-step directions are given on the left-hand pages, material to type on the right.

At the end of each practice section, you'll see a reference, such as the following, telling you where to return in the TRAINING GUIDE to resume your study of the IBM "Selectric" Composer. The reference will always be found on the left page, in the left-hand margin, and will look like this:

Go back to TRAINING GUIDE, Page

Preliminary Procedures

To get the feel of typing on your new IBM "Selectric" Composer, make the following adjustments on your machine. You will not understand the function of all the controls you set, but they will be explained to you soon. For now, *just follow the directions as given. You will soon understand how to make the adjustments without help.*

1. Select a Type Font with a red triangle on the top of it, and place it on the machine. (Pull up the Font Lock Lever, place Font on post, and push Lock Lever back down. Be sure the Shift Key on typewriter keyboard is not locked down.)
2. Set the numbered dial on the top, right of your machine (left of the right Platen Knob) for the number you see on the top of the Font, or for a number one or two numbers *higher* than it. (If the number is 11, a good setting of the dial is 13.)
3. Align lever on upper left of machine with colored triangle corresponding with the color appearing on the Font you are using.
4. Do not bother to set a margin or tabs. (You can type through your right margin, so it does not matter at this point where it is set. The purpose of this first practice is to get the feel of the machine, and see the kind of material it produces.)
5. Pull forward on the Paper Release Lever; drop paper behind Platen; push back the Paper Release Lever; push On portion of On-Off Control; depress and hold Index Key, and paper will feed into the machine.
6. Type from the practice paragraph on the opposite page. Relax and type slowly until you get used to your new Composer. Notice the copy you get as you type.
7. For the best appearance typographically, space only once after periods.
8. Experiment with different Type Fonts—different sizes and weights. (Remember, the code is printed on the Font. The larger the number in the code, the taller the letters. The letters M and B stand for medium and bold weight type. An I stands for italic type.) As you experiment by typing with different Fonts, follow steps 2 and 3 for each Font change.

Note: Keep hair, fingers, and personal objects (such as bracelets, necklaces, etc.) out of the Composer when the machine is turned On.

Preliminary Procedures

Page 3
Exercise 1

The Composer is color coded to simplify making machine adjustments. When using a Type Font with a red triangle on the top of it, set the control on the upper left of the machine at red. When switching to a smaller size of type, coded yellow or blue, move the control lever to the color which matches the one on the Font.

Page 4
Exercise 2

Measurements

Use the Conversion Scale from the back pocket of your TRAINING GUIDE to verify the measurements shown on the opposite page. Use the Pica Ruler on the bottom front of the Conversion Scale to verify the column widths. Then verify the point measurements with the Point Ruler, which is on the back right edge of the Conversion Scale. Remember, the Point Ruler is marked in two-point increments.

Measurements

Page 5
Exercise 2

HARPER STREET—2½ rms, mod apt \$120
453-5458
GREEN STREET—2½ rms, lge bdrm, terr
\$135. Suitable for bus cple 453-6792
RIVER ROAD—3 rms, brand-new bldg. gar,
patio. \$180 mo; no fee. 454-2956
STEVENS POINT—4 or 5 rm grdn apts, gar,
playgrd, on-premises Indry. 385-1212
BEDLOW ROAD—1 rm studio apt. Ideal for
bus cple \$90 mo 385-9934
WASHINGTON STREET—3½ rm grdn apt,
free decorating with 2 yr lease. \$160 mo
385-6859
ROPER ROAD—3 rms, all-elec kitchen, nr
all trans. \$150 mo 385-7045

10½ picas wide

TV: The Next Ten Years — 12-point type

The great changes in commercial television during the next decade will be brought about by second, third and even fourth sets in the American home. "...television viewing will be far more personalized and fragmented than before. This will bring about a greater diversity of programming..." and "a gradual expansion of the total man hours spent in viewing."

These are among the predictions made during a three-day seminar at Stanford University, which was attended by TV executives, sponsors, independent producers and educators. Their discussions and findings have been published in *The Future of Commercial Television: 1965-75*, Stanford University.

13 picas wide

24-point — SNOW STORM BLANKETS NATION

Blizzard Travels Across Northern Tier of Country;
Leaves up to 36 Inches of Snow

12-point
set solid

7-point type
set solid

Chicago, March 1, 1965—With winds raging and snow flying, cities from Maine to Washington and Oregon have been covered with huge drifts of fresh-fallen snow. Traffic, immobilized for up to twenty hours in some places, has begun to move as emergency snow-clearing equipment alleviates congestion in the most severely stricken areas.

Schools have been closed, and business is at a near standstill all across the country, as the winter of 1965 makes a last-ditch effort to insure its place in the annals of weather history.

10½ picas wide

60-point headline type

WHITE SALE

BARGAINS

48-point headline type

Basic Machine Adjustments

1. Set a medium-weight, 12-point type on 14 points (Escapement Lever on red, Leading Dial on 14).
2. Set margins at 10 and 31. (Remember to move the Carrier all the way to the left when moving the right Margin Set and all the way to the right when moving the left Margin Set.)
3. Clear any tabs which may already be set by tabulating to the extreme right, then depressing and holding Tab Clear as you return the Carrier.
4. Set a tab at 11 for a one-pica paragraph indentation. (With the Carrier at the left margin, push down Tab Locate and depress the Tab Key once. Then depress Tab Set.)
5. Remember to bring the Paper Release Lever forward to drop paper behind the Platen; snap it back again; and use the Index Key to insert paper.
6. Remember, you can character backspace for typographical errors. Also, you can slide the Card Holder to the right and use the vertical line to check the Font's printing position.
7. After you have typed a couple of lines, change to a 10-point type and make the appropriate adjustments for the Escapement Lever (match the colors) and Leading Dial (two points higher than the number on the Font for copy set with two-point leading). Type a few more lines.
8. Finally, type the copy with 8-point type, changing the Escapement Lever and Leading Dial appropriately.

Basic Machine Adjustments

Page 7
Exercise 3

Leading is a term used to describe white space between lines of copy. To set solid means to allow no extra leading between lines of copy.

The number you see on top of a Type Font represents the point size of that type. For copy set solid, set the Leading Dial for the same number as that on the Font. For one point of leading, set the Dial for one number higher. For two-point leading, set the Dial for two points higher.

Justification

1. Insert paper so left edge is at zero.
2. Set margins for 6 and 24. (Remember to move the Carrier all the way to the right when setting the left margin and all the way to the left when setting the right margin.)
3. Clear all tabs, and set new ones at 26 and 29: Depress Tab Locate and flick the Tab Key repeatedly until the Carrier is resting at 26. Depress Tab Set. Repeat process to set tab at 29.
4. Use 11- or 12-point type (a Font with a red triangle).
5. Move Escapement Lever to the red setting.
6. Set Leading Dial for 13 or 14.
7. Set Impression Control for 3.
8. Rotate Justification Tube so the red triangle shows on the band at the left. You can feel when the Tube has clicked into position.
9. Using Tab Locate, position Carrier at the pica preceding the right margin (23). The white line in the Justification Window should be exactly aligned with the number 12. If it is not, true up the Tube by turning the band on the far right of the Justification Tube. Arrows on the band tell you the direction to turn the serrated bands.
10. Return Carrier.
11. Pull Justification Lever down.
12. Type first line, listen for the bell, and notice how the colors move to the left side of the Justification Window. End line close to—but not beyond—the right margin. *Do not space after last word.*
13. Read the color at left of the scale (blue) and number of the scale (6) where the blue ends. (If color does not end exactly on a white line, adjust the Tube again so the color does end on a scale marking.)
14. Tab and record scale reading (b6).
15. Set inner knob of Justification Dial on blue. Set outer dial on 6.
16. Tab and type line again.
17. Return Carrier. Repeat steps 11 through 16 for rest of copy.

Remember:

1. Once you have adjusted the band on the Tube (step 9 or 13 above), and the color ends exactly on a scale marking, do *not* change the band again on a subsequent line of this project.
2. When more than one color appears in the Window, you are concerned with the one at the extreme left.

(Text continued on next page.)

3. Use the Character Backspace Key if you make a typographical error on your rough copy.
4. Use the line on the Card Holder if you need to check your position on the writing line.

Page 9
Exercise 4

Justification

The ability to justify copy easily and quickly is one of the distinct advantages of your new Composer. By merely typing copy once, taking a reading from the Justification Window, then setting the Justification Dial, copy is automatically aligned at the right margin as it is typed a second time.

b6 The ability to justify copy easily and quickly
b7 is one of the distinct advantages of your new
o1 Composer. By merely typing copy once, tak-
o2 ing a reading from the Justification Window,
w3 then setting the Justification Dial, copy is
g2 automatically aligned at the right margin as
it is typed a second time.

Justification—Refinements

Machine adjustments same as those used for Exercise 4.

"O.K." Lines

1. Pull down Justification Lever, and type first line as you see it on opposite page.
2. Notice that the line ended exactly on the right margin. (Red Carrier Position Indicator is on the margin and white line in Justification Window is on zero.)
3. Tab and type x0 for scale reading.
4. See that Justification Dial is still at black 0.
5. Tab and type line again. Repeat for second time.

Backspacing to Hyphenate

1. Type line as you see it, including all of word "justified."
2. Notice that the line was too long, and you have gone beyond the right margin. There is no color left in the Justification Window.
3. You obviously must hyphenate the word "justified," so depress Character Backspace Key four times for the last four letters
4. Type a hyphen. It will print over the letter "f."
5. Put a pencil mark through the last syllable so you will not type it in the justified line.
6. Tab and record your new scale reading (o1).
7. Set the Justification Dial for orange 1, tab and type the line.

Backspacing to Delete a Word

1. Type line as you see it, including the word "they."
2. Notice you have again gone beyond the right margin, but this time cannot hyphenate the last word; delete it from the line.
3. Depress Character Backspace Key six times: once for each letter in the word "they," once for the space before it, and once for the last letter ("s") of the preceding word ("as").
4. Restrike the "s" to double check accuracy of backspacing and to correct the scale reading.
5. Put a pencil mark through "they" so you will not type it in the justified line.
6. Turn the Tube up to take an adjusted scale reading.
7. Tab and record your new reading (o4).
8. Set Justification Dial for orange 4, tab, and type the line again.

(Text continued on next page.)

Paragraph Ending (Short Line)

Page 11
Exercise 5

1. Complete practice paragraph by typing last two lines as you see them. But, after typing the rough copy of the last line, stop and look at the colors in the Justification Window.
2. There are small bands of color in the Window, but the color has not yet moved far enough to the left to get to zero. This means there are not enough Space Bar strokes in the line for automatic justification. Since this is a paragraph ending, retype the line in the justified column and let it stop short of the margin. To make the last line more pleasing visually, you should select, for the Space Bar Value Dial setting, the lowest Space Bar value used to justify the other lines in the paragraph. In this paragraph, that would be the black wedge—3 units—used for the O.K. lines.

Justification—Refinements

"O.K." Lines

All O.K. lines are lines which end on the right-hand margin. As they end right on the margin,

x0
x0

All O.K. lines are lines which end on the right-hand margin. As they end right on the margin,

Backspacing to Hyphenate

all normal spaces between words in the justified

o1

all normal spaces between words in the justi-

Backspacing to Delete a Word

fied copy should be three units each, just as they

o4

fied copy should be three units each, just as

Paragraph Ending (Short Line)

they were in the rough-line copy. Make the Justification Dial setting black zero.

g1
—

they were in the rough-line copy. Make the Justification Dial setting black zero.

Justification—Procedures

In cold type composition, you will not necessarily be producing finished copy that looks like the original copy presented to you. For example, you may receive a typewritten manuscript with instructions to type it in a column only 16 picas wide. Therefore, you must always check the specifications of a job and make appropriate machine adjustments.

Remember to listen for the bell as you type and, if you are justifying, to type as close to the margin as possible without going beyond it.

If you would like additional justification practice, type from the typewritten copy on the opposite page.

1. Set margins for a 14-pica line.
2. Set a tab for a one-pica paragraph indentation.
3. Use 10-point type, 3-point leading.
4. Type serially—all rough copy first, then justified copy.

Justification—Procedures

Page 13
Exercise 6

You have the option of doing serial or parallel justification. In parallel justification, you type the rough-copy line, then immediately tab and type the justified line. With this system you do not have to record a scale reading. Just set the Justification Dial and type. For serial justification, type all the rough copy first, then justify. Serial justification offers the time saving of not having to pull down the Justification Lever for every rough-copy line and makes it easy for more than one person to work on one job at the same time.

Spacing First—Numbered Paragraphs

Machine Adjustments

1. Use a 10-point type, and 12-points leading.
2. Set margins for a 19-pica writing line.
3. Set tabs one pica from the left margin, and to the right of the right margin.

Rough Copy

1. The paragraph indentation is 17 units. Tab (one pica is 14 units in yellow escapement) and space once with the Space Bar Value Dial set on 3.
2. Pull down the Justification Lever, and type the line as usual.
3. Note scale reading, tab, and record it.
4. Type the rest of paragraph in usual manner.
5. Release the Justification Lever *before* typing the numbered paragraph.
6. To begin the numbered line: tab, type "1.", and strike the Space Bar twice.
7. Pull down Justification Lever, and type the rest of line as usual.
8. Note scale reading, tab, and record it.
9. Carrier return and release the Justification Lever.
10. Set Space Bar Value Dial on 3.
11. To begin the unnumbered line: tab and strike the Space Bar 5 times (twice for the number, once for the period and once for each space).
12. Pull down the Justification Lever and type copy for unnumbered line in usual manner.
13. Note scale reading, tab, and record it.
14. Follow procedures outlined for unnumbered lines (steps 9 to 13) and numbered lines (steps 5 to 8) to complete the project.

Final Copy

1. Tab and space once (Value Dial at 3) for the paragraph indentation.
2. Set Justification Dial and type the first line.
3. Type the rest of paragraph in usual manner.
4. Set Space Bar Value Dial for 3.
5. To begin the numbered line: tab, type "1.", and space twice.
6. Set Justification Dial and type copy for numbered line.
7. Set Space Bar Value Dial for 3.

(Text continued on next page.)

8. To begin the unnumbered line: tab, and space 5 times.
9. Set Justification Dial and type copy for unnumbered line.
10. Follow procedures outlined for numbered lines (steps 4 to 6) and unnumbered lines (steps 7 to 9) to complete the project.

Spacing First—Numbered Paragraphs

White space can be created in justified Composer copy easily by one of three methods or by combining the methods. The methods are:

1. The method of spacing first, then pulling down the Justification Lever on the rough copy. For final copy, again, spacing before setting the Justification Dial. g3
g6
x0
2. Setting a tab and tabulating (with the Justification Lever down) before typing on the rough copy. For final copy, set the Justification Dial, tab and type the copy. b1
x0
b5
3. The fixed-space method reserves space by typing a character(s) as if a part of the rough copy with the J-Lever down. The unit value of the typed character(s) equals the reserved space. For final copy set the Dial, no-printing the fixed-space character(s). b2
b1
b4
b4
o3

White space can be created in justified Composer copy easily by one of three methods or by combining the methods. The methods are:

1. The method of spacing first, then pulling down the Justification Lever on the rough copy. For final copy, again, spacing before setting the Justification Dial.
2. Setting a tab and tabulating (with the Justification Lever down) before typing on the rough copy. For final copy, set the Justification Dial, tab and type the copy.
3. The fixed-space method reserves space by typing a character(s) as if a part of the rough copy with the J-Lever down. The unit value of the typed character(s) equals the reserved space. For final copy set the Dial, no-printing the fixed-space character(s).

Typing Fixed Spaces—Slanting Margins

Machine Adjustments

1. Set up your machine for a small type style (blue triangles on Font, Justification Tube, and Escapement Lever). Adjust Leading Dial for two-point leading.
2. Set margins for a 22-pica writing line.
3. Set a tab to the right of the right margin.

Rough Copy

1. Pull down Justification Lever, and type first line in usual manner.
2. Note scale reading, tab, and record it.
3. Begin second line with two m's (no space after second m) and complete line in usual manner.
4. Note scale reading, tab, and record it.
5. Begin next line with four m's (no space after last m) and complete the line.
6. Note scale reading, tab, and record it.
7. Follow same procedure for balance of project, remembering to begin each line with two more m's than used in the preceding line.

Final Copy

1. Set Justification Dial and type the first line.
2. Return Carrier and set Justification Dial for the second line.
3. Depress No-Print Key and type *one* m.
4. Release No-Print Key and type rest of line.
5. Return Carrier and set Justification Dial for the third line.
6. Depress No-Print Key and type *two* m's.
7. Release No-Print Key and type rest of line.
8. Follow same procedure for balance of project, remembering to begin each line with half as many m's as typed for that line in the rough copy.

Typing Fixed Spaces—Slanting Margins

Page 17
Exercise 8

Slanting margins look fancy, and they are very easy to create. When both the left and right margins are to slant, you increase the number of prefix letters by two for each successive line, beginning with the second line. Only one of each pair of prefix letters is dropped when no-printing these letters for the final justified copy.

b11
b6
w2
b11
o4

Slanting margins look fancy, and they are very easy to create. When both the left and right margins are to slant, you increase the number of prefix letters by two for each successive line, beginning with the second line. Only one of each pair of prefix letters is dropped when no-printing these letters for the final justified copy.

Special Column Widths

Justify the material on the opposite page in a column 1 5/8 inches wide using a small type style (blue color coding).

Setting Margins

Calculations to determine the number of picas in column width and number of units of fixed space:

1. Convert 1 5/8 inches to picas and units. One inch is 6 picas. Using the Units Per Fraction of an Inch Chart on the back of the Conversion Scale, you can see that 5/8 inch equals 60 units.
2. Convert the 60 units to picas. Remember, one pica in blue escapement is 16 units.

$$60 \text{ divided by } 16 = 3 \text{ picas, } 12 \text{ units}$$

3. Therefore, 1 5/8 inches = 9 picas, 12 units.

$$(6 \text{ picas} + 3 \text{ picas, } 12 \text{ units} = 9 \text{ picas, } 12 \text{ units})$$

4. Set margins for 9 picas *plus* an additional pica to allow for the 12 units.
5. The additional pica is 16 units, but only 12 units are needed for the specified line length of 1 5/8 inches.

$$16 \text{ units} - 12 \text{ units} = 4 \text{ units fixed space}$$

Rough Copy

Check Character Unit Value listing to select a four-unit character for the fixed spaces. (A diagonal is four units and good for producing readable copy.) Type rough copy, beginning each line with a diagonal.

Final Copy

Set Justification Dial, and begin each line by typing the first word—not a diagonal. Each line will then end four units short of the right margin, giving you the 1 5/8-inch line you need.

Special Column Widths

Page 19
Exercise 9

/Although the left margin is set	g4
/on whole picas and the right on	o3
/either whole or half picas, you	g4
/can still produce material in col-	o1
/umn widths of any dimension.	w2
/Once you know the number of	g2
/units per pica in each of the	r2
/three spacings and understand	y1
/the principle of fixed spaces, you	b1
/can justify material in any col-	g4
/umn width.	

Although the left margin is set
on whole picas and the right on
either whole or half picas, you
can still produce material in col-
umn widths of any dimension.
Once you know the number of
units per pica in each of the
three spacings and understand
the principle of fixed spaces, you
can justify material in any col-
umn width.

Interword Spacing— Justifying Especially Short Lines

Machine Adjustments

1. Set margins at 12 and 21, a tab at 24.
2. Set up machine for a large type style: Font, Escapement Lever, and Justification Window.
3. Set Leading Dial on 16.
4. True up the Justification Window scale.

Rough Copy

1. Type the first line as you see it on opposite page. Notice the color bands are in the middle of the Window.
2. The Space Bar Counter (to the far right of the Tube) indicates 2 interword spaces for this line.
3. Double the interword spaces by striking the Space Bar 2 times—the color bands move to zero on the scale.
4. Note the scale reading (w3); tab; record it and the notation (x2)—double interword spaces for final copy.
5. Type the second line including the word “members”; notice there is no color in the Window.
6. Character backspace 4 times (to the “b”); then type a hyphen. Notice the color bands are now in the middle of the Window.
7. Double the interword spaces. Space the number indicated in the Space Bar Counter (2).
8. Note the scale reading (o4); tab; record it and the notation (x2).
9. Type the third line. Notice the scale reading is r3, permitting normal justification of this line.
10. Follow steps 1 to 4 for balance of project. (When the entire name does not fit on a line, type it on the following line—proper names are usually not hyphenated.)

Final Copy

1. Set Justification Dial for w3.
2. Type first word.
3. Space Bar twice. Remember, x2 means to double each interword space in the rough copy.
4. Type the second word.
5. Space twice.
6. Complete the line.
7. Repeat this process for each line with the notation x2.

**Interword Spacing—
Justifying Especially Short Lines**

Page 21
Exercise 10

The 1968 Mustang	w3x2
coaching staff members	o4x2
bers pictured left to	r3
right: Bill Browne,	w3x2
Gordon Katt, Louis	g2x2
Roebertson, Clifford	w2x2
Jones.	

The 1968 Mustang
coaching staff mem-
bers pictured left to
right: Bill Browne,
Gordon Katt, Louis
Roebertson, Clifford
Jones.

Interletter and Interword Spacing— Justifying Especially Short Lines

Machine adjustments same as those used for Exercise 10.

Rough Copy

1. Type first line as you see it on opposite page. Notice you cannot get first syllable of next word on that line, so you must stop there. Color has not moved left to zero on the scale, so record +16 as the reading (number on scale where right edge of right-hand color ends).
2. Follow same procedures for second line, recording +9 for the reading.
3. Type third line and record reading of +19.
4. Type fourth line. Notice you *can* get a scale reading of 02, permitting you to justify this line automatically. Tab and record 02.

Planning Manual Spacing

1. You need to add 16 units (in addition to the three already placed between words) to first line. You can place one unit between letters and one extra unit between words—but no extra unit between the last letter of first word and the comma—to total the 16 additional units. Mark your copy.
2. Remember, if you space between letters within a word, you should do it for the entire word for good appearance. So in the second line, add one unit between letters in the second word and one extra unit between the two words to total the 9 additional units. Mark your copy.
3. Since the third line needs 19 units to justify, mark your copy to letter space all three words and add three additional units in each of the two spaces between words.
4. Justify the last line automatically by setting the Justification Dial for orange 2.

Final Copy

1. Set Space Bar Value Dial for 3.
2. Type first letter of first word.
3. Depress Space Bar.
4. Depress one-unit Backspace Key (not Character Backspace Key) twice.
5. Type next letter.
6. Repeat this process each time you need to add an extra unit of space.

Interletter and Interword Spacing— Justifying Especially Short Lines

Page 23
Exercise 11

Finally, assume this	+16
hyphenated adjective	+ 9
cannot be properly	+19
placed in the sentence	o2

Finally, assume this	+16
hyphenated adjective	+ 9
cannot be properly	+19
placed in the sentence	o2

Finally, assume this
hyphenated adjective
cannot be properly
placed in the sentence

Justifying Unusually Long Lines

Machine Adjustments

1. Set margins at 0 and 39½.
2. Set tabs at 1 and 40.
3. Use a small-size type style (blue triangle on Font) with appropriate machine adjustments (Escapement Lever and Justification Tube Window set for blue).
4. True up the Justification Window scale by tabulating to 39. White line is on 8. If it is not, turn the band on Tube until white line is on 8.

Rough Copy

1. Pull down Justification Lever.
2. Type the copy on opposite page by usual justification procedures.

Proofreading Copy

Read copy for typographical errors. When a line has a scale reading other than blue, put a check at the *twentieth* interword space.

Final Copy

1. For lines with blue scale readings, set Justification Dial and type in usual manner.
2. For lines with scale readings other than blue, set Justification Dial and type in usual manner up to and including space with check mark. After spacing set Space Bar Value Dial at 3 (black wedge).

Justifying Unusually Long Lines

Page 25
Exercise 1

Justifying unusually long lines is as quick and easy as justifying average length lines. After the margins are set, type in the usual manner to get the rough copy scale readings. As a part of the proofreading, make a pencil check mark at the twentieth interword space on all lines with an orange, green, white, red, or yellow scale reading. The final copy can now be set. For lines that have blue scale readings, set the Justification Dial as usual and type. The Composer will automatically distribute the space to justify the line. For lines that have any other color scale reading than blue, set the Justification Dial and type as usual up to and including the twentieth interword space (the pencil check mark). After striking the Space Bar for the twentieth interword space, reset the Justification Dial to the three unit space bar value (the black wedge) for the remainder of the line to be typed.

Flush Right

Machine Adjustments

1. Assume you have been setting 10 on 12 with margins of 10 and 24. Set up your machine accordingly (yellow coding for Font, Escapement Lever, and Justification Tube Window; Leading Dial at 12).
2. Set a tab at 25.
3. True up the Justification Window scale.

Rough Copy

1. Type first line. Do not space. (Do not pull down Justification Lever.)
2. Type series of m's, and watch for white line to move across Window scale. Capitalize every fifth m.
3. When white line is at a number less than nine, tab and record that number (+7).
4. Return Carrier, and repeat procedure for second and third lines.

Final Copy

1. Depress No-Print Key, and type one m for each one typed in first rough-copy line.
2. Set Space Bar Value Dial for number printed to right of line (+7). (Develop the habit of leaving your hand on the Dial during the next step so you will remember to turn the Dial back to 3 again when you have spaced once.)
3. Depress Space Bar once.
4. Turn Space Bar Value Dial back to 3.
5. Type Wallingford and Co., Inc.
6. Return Carrier and repeat procedure for second and third lines.

Flush Right

Page 27
Exercise 13

Wallingford and Co., Inc.mmmmmMmmmm	+7
1415 Neosho StreetmmmmmmMmmmmmmMm	+4
Dearborn, MissouriimmmmmMmmmmmmMm	+8

Wallingford and Co., Inc.
1415 Neosho Street
Dearborn, Missouri

Leader Lines

1. Set margins for 22 and 46.
2. Set a tab at 45.
3. Select a 10-point type style, bold and normal weights. Place the bold on the machine for the first line.
4. Set Escapement Lever on yellow.
5. Set Leading Dial for 16.
6. Notice that extra leading has been added before each major heading in bold. Use the Point Ruler on the Conversion Scale to measure the number of points you will want to add manually (6) and note that number on your copy.
7. Type "Functions and Objectives."
8. Depress Tab Locate and tab to next pica.
9. Set Value Dial for 4.
10. Type a period, space once, type another period, space, etc., until you get to 44.
11. Switch Value Dial back to 3.
12. Tab to 45.
13. Space twice (6 units) and type the number one.
14. Return Carrier.
15. Manually space up six more points.
16. Type "Typical Procedures," leader lines, and number five—following the procedure explained above.

Leader Lines

Page 29
Exercise 14

Functions and Objectives	1
Typical Procedures	5
Open Item	5
Balance-Forward	14
Procedural Details	20
Accounting Control	20
Aged Trial Balances	24
Dating	27
History and Reference Information	28
Mechanized Cash Posting	32
Industry Approaches	34
Retail Accounts Receivable	35
Public Utility Accounts Receivable	41
Loan Accounting	48
Data Processing Systems	52
Glossary	54
Bibliography	56

Leaders With Justified Columns

Machine Adjustments

1. Set margins for 14 and 36.
2. Set a tab at 40.
3. Set 10-point type on 16 points with appropriate machine adjustments: Leading Dial set at 16; yellow coding for Font, Escapement Lever setting, and Justification Tube.
4. True up the Justification Window scale.

Rough Copy

1. Type "District One" and do not space. (Do not pull down Justification Lever.)
2. Type "Boston" and do not space.
3. Type a series of m's, capitalizing every fifth letter. Type m's until white line in Justification Window comes to a number less than nine on scale.
4. Tab and type the scale reading (+2).
5. Follow same procedure for rest of rough-copy lines.

Final Copy

1. Type "District One." Do not space.
2. Depress No-Print Key, and type the same number of m's as typed for this line of rough copy.
3. Release No-Print Key.
4. Space number of units indicated in scale reading recorded for this line. (If this involves moving the Space Bar Value Dial, leave your hand on the Dial as you space to remember to move it back to 3. If it calls for spacing only one or two units, leave the Value Dial at 3, depress Space Bar once, then backspace one or two units.)
5. Type "Boston."
6. Pull forward on Zero Index Lever, and hold it forward as you return Carrier to left margin. Then release lever.
7. Using Tab Locate, tab to first pica to right of "District One."*
8. Set Space Bar Value Dial for 4.
9. Type a period, space; type a period, space; etc., to fill out the line.
10. Return Space Bar Value Dial to 3.**
11. Return Carrier, and repeat procedure for rest of project.

*If you would like the first leader dot to be closer to copy than where Carrier is now resting, backspace the number of units in a half pica (7 for yellow coding).

**To avoid this switching from 3 to 4, then back to 3, you may prefer typing the copy with 4-unit spaces between words. Of course, this decision must be made before doing the rough-copy typing for the number of m's typed and scale reading to be accurate. Do this exercise as instructed above for practice. Then, if you care to, try a few lines with the 4-unit spacing for comparison.

Leaders With Justified Columns

Page 31
Exercise 15

District One	Boston	mmmmMmmmmMmmmmMmmmmMmmmm	+2
District Two	New York	mmmmMmmmmMmmmmMmmmmMmm	+3
District Three	Philadelphia	mmmmMmmmmMmmmmMmmmmM	+6
District Four	Atlanta	mmmmMmmmmMmmmmMmmmmMmm	+5
District Five	Detroit	mmmmMmmmmMmmmmMmmmmMmmmm	+0
District Six	Chicago	mmmmMmmmmMmmmmMmmmmMmmmm	+2
District Seven	Kansas City	mmmmMmmmmMmmmmMmmmmM	+8
District Eight	Dallas	mmmmMmmmmMmmmmMmmmmMmmmm	+1
District Nine	San Francisco	mmmmMmmmmMmmmmMmmmmM	+3
District Ten	Los Angeles	mmmmMmmmmMmmmmMmmmmMm	+7

District One		Boston
District Two		New York
District Three		Philadelphia
District Four		Atlanta
District Five		Detroit
District Six		Chicago
District Seven		Kansas City
District Eight		Dallas
District Nine		San Francisco
District Ten		Los Angeles

Leaders Within Justified Copy

Machine Adjustments

1. Set margins at 15 and 30 for a 15-pica writing line.
2. Set tabs at 16 and 31.
3. Set 8-point type on 10-point leading (blue machine adjustments).
4. True up the Justification Window scale.

Rough Copy

1. Type first line as usual for automatic justification. (Precede typing by pulling down Justification Lever. End line by tabulating and recording scale reading.)
2. Do not justify second line which, in final copy, will be filled out with leaders. Just indent and type.
3. Do not bother to type leaders in rough copy. Just tab and, instead of recording a scale reading, type dollar amount which will appear in that position in final copy.
4. Repeat procedure for rest of copy.

Final Copy

1. Justify first line in usual way.
2. Set Space Bar Value Dial on 3, tab, and type copy for second line. (In this case, the Value Dial will already be on 3 as a result of justifying previous line. For other lines, it may not be, and you will need to move it back to 3.)
3. Depress Tab Locate and tab to next pica. (If you would like the first leader dot to begin closer to last word of copy, backspace eight units—the number of units in a half pica when machine is adjusted for blue spacing.)
4. Set Space Bar Value Dial on 5.
5. Space, type a period; space, type a period, etc., until you come to right margin.
6. Tab and type dollar amount.
7. Repeat procedure for rest of copy.

Leaders Within Justified Copy

Page 33
Exercise 16

Blue, Henry. Meteorological Information Gathered from Cloud Formations	b3 \$5.00
Foote, Lawrence. Walking Tours of Ten Famous Collegiate Centers	g2 \$7.50
Gray, Dwight W. The Cause and Cure of Urban Smog	g5 \$4.95
Olden, Leonard R. Archeological Excavations in the Southwestern United States	g5 \$6.00

Blue, Henry. Meteorological Information Gathered from Cloud Formations	\$5.00
Foote, Lawrence. Walking Tours of Ten Famous Collegiate Centers	\$7.50
Gray, Dwight W. The Cause and Cure of Urban Smog	\$4.95
Olden, Leonard R. Archeological Excavations in the Southwestern United States	\$6.00

Horizontal Centering

Machine Adjustments

1. Use 11- or 12-point type, and set Leading Dial on 14.
2. Set a tab at 25.
3. Insert 8½" x 11" sheet of paper with left edge at zero on Paper Table Scale.
4. Position zero on Sliding Centering Scale at 25½ on the Carrier Position Scale.

Centering

1. Position Carrier at zero on Centering Scale (25½ on Carrier Position Scale). For rapid positioning, tab to 25 and space to 25½.
2. Depress No-Print Key, and type first line.
3. Position Indicator will be between 12½ and 13 on Centering Scale. Backspace four units, and Indicator will be on 12½.
4. Release No-Print Key.
5. Backspace to 12½ at left of zero on Centering Scale (Centering Scale—not the Carrier Position Scale you are accustomed to reading). Or, instead of backspacing, you may prefer to pull forward on the Zero Index Lever and return the Carrier, then tab to a point close to 12½, and space or backspace for exact positioning.
6. With the Carrier Position Indicator on 12½ at left of zero, backspace two units (half of the four you backspaced to get to 12½ at the right of zero on the Scale).
7. Type the line, and it will be centered.
8. Repeat procedure for remainder of project.

Horizontal Centering

Page 35
Exercise 17

Educational Services Department
International Business Machines Corporation
590 Madison Avenue
New York, New York 10022

Horizontal Centering in Boxes

Source copy for this exercise is the flow chart printed on the opposite page. Pre-ruled charts may be found in the back of this book. Remove one of these blank pages and use it for centering purposes.

Boxes to be used for this particular centering practice are enclosed by the yellow box. Other boxes on the blank page will be used later.

Since we are concerned here with horizontal centering only, just estimate vertical placement within boxes.

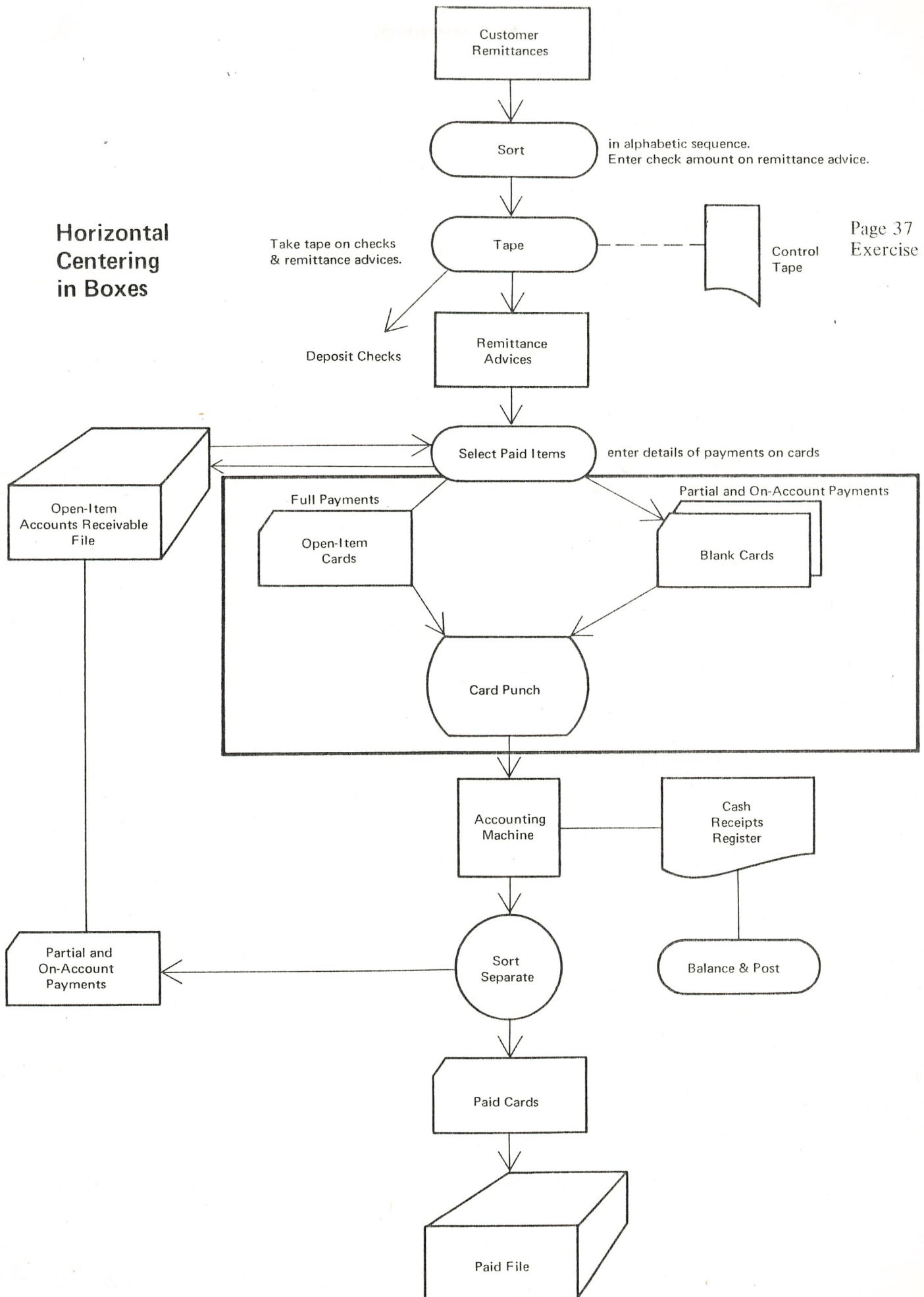
Machine Adjustments

1. Use a 7- or 8-point type with Escapement Lever set on blue, Leading Dial on 9.
2. Set margins for 6 and 46.
3. Proceed with first step of centering (below) before inserting paper into machine.

Centering

1. Measure boxes with the Pica Ruler on the Conversion Scale. Notice they are each seven picas wide.
2. Insert paper into machine, and select any one of the three enclosed boxes to begin practice.
3. Position Carrier at left edge of box. (Move Carrier to point where short mark at top of Card Holder is near left edge of box. Then slide Card Holder to the right and move the Carrier either forward or back to get longer vertical alignment mark exactly on left margin of box.)
4. Move Sliding Centering Scale to point where number 7 at *left* of zero is aligned with Carrier Position Indicator. This automatically places zero of the Centering Scale in the middle of the box.
5. Move Carrier until Position Indicator is lined up with zero on Centering Scale in the middle of the box.
6. Depress No-Print Key, and continue centering, following same procedures you used in the previous exercise.

Horizontal
Centering
in Boxes



Centering in Boxes—Alternate Method

Source copy for this practice is the flow chart printed on the opposite page. Blank charts may be found in the back of this book. Remove one and use it for this centering practice.

Boxes for this particular exercise have been enclosed on the chart.

We are concerned here with horizontal centering only. Just estimate vertical placement within boxes.

Machine Adjustments

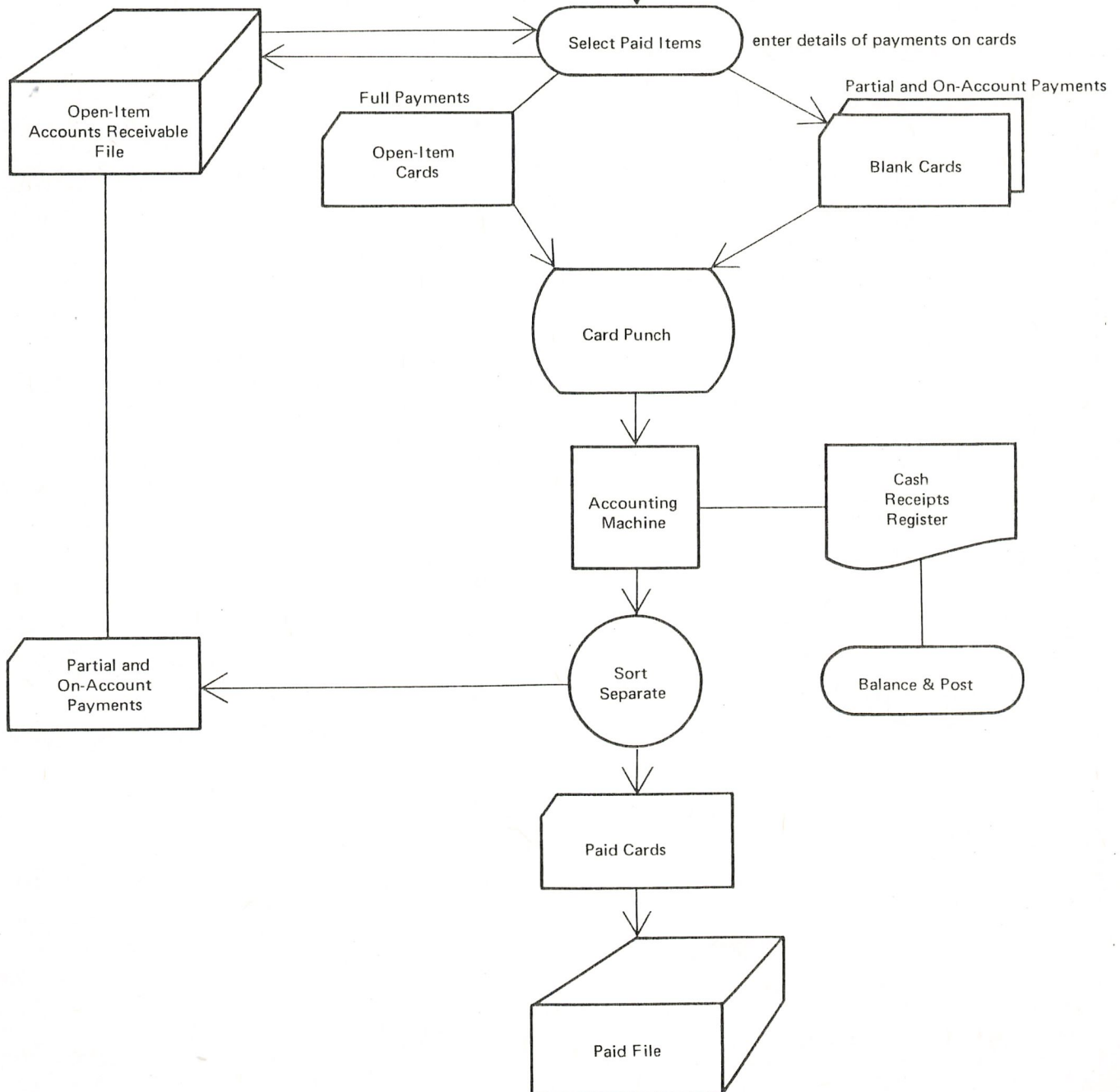
1. Use a 7- or 8-point type with Escapement Lever set on blue, Leading Dial on 9.
2. Set margins for 6 and 46.

Centering

1. Position Carrier at left edge of box, using vertical alignment mark on Card Holder as you did in previous exercise.
2. Depress No-Print Key and type words to be centered in box.
3. Release No-Print.
4. Slide Card Holder to right and hold it there as you perform the next step.
5. With Space Bar Value Dial on 3, space until vertical alignment mark on Card Holder is on right edge of box. Count the units as you space. (After the final space, you may need to backspace one or two units to get the mark exactly on the right edge.)
6. Make a mental or written note of number of units you spaced to reach right edge of box.
7. Reposition Carrier at left edge of box.
8. Space forward *half* the number of units you noted in step 5 above.
9. Type the word or words, and they will be centered in the box.
10. Repeat this procedure for all boxes enclosed for this exercise.

**Centering
in Boxes
—Alternate Method**

Page 39
Exercise 19



Vertical Centering

Source copy for this exercise is on the opposite page. Blank, pre-ruled pages may be found in the back of this book. There are a number of boxes on a page to permit you to practice each example more than once if you care to.

Machine Adjustments

1. Look at the Cap Height Chart (in appendix or back pocket of TRAINING GUIDE), and select an 8-point type style which has a 5-point cap height.
2. Insert this Font on machine, and set Escapement Lever on blue.

Centering One Line of All Caps

1. Use Point Ruler and measure box to determine total depth available (30 points).
2. $30 \text{ points (space available)} - 5 \text{ points (cap height)} = 25 \text{ points to be divided between top and bottom margins.}$
3. $25 \text{ divided by } 2 = 12 \text{ points in one margin (top) and } 13 \text{ in the other (bottom).}$
4. $12 \text{ points in top margin} + 5 \text{ points in copy} = 17 \text{ points to come down to begin typing.}$
5. Line up horizontal alignment mark on Card Holder with top line of box.
6. Click down 17 points, and you are ready to type.
7. Repeat for rest of this portion of vertical centering practice. (Numbers will be different, but the procedure the same.)

Centering One Line of Both Upper- and Lowercase Letters

1. Measure box (30 points).
2. $30 \text{ points (space available)} - 8 \text{ points (point size of type)} = 22 \text{ points to be divided between top and bottom margins.}$
3. $22 \text{ divided by } 2 = 11 \text{ points in each margin.}$
4. $11 \text{ points in top margin} + 5 \text{ points (cap height to get to base line)} = 16 \text{ points to come down to begin typing.}$
5. Align horizontal lines of Card Holder with top line of box.
6. Click down 16 points, and you are ready to type.

(Vertical Centering is continued on Page 42.)

Vertical Centering

Page 41
Exercise 20

POLICY APPROVAL

TYPE STYLE

SPECIAL APPLICATIONS

Policy Approval

Type Style

Special Applications

Vertical Centering—Continued

Centering More than One Line of All Caps

1. Measure box (50 points).
2. Select a Font that has a cap height of 5 points and use leading between lines of 7. Set Leading Dial for 12.
3. Determine copy depth:

WHEN CORRESPONDENCE HAS BEEN RECEIVED	-----	5
FROM ANOTHER OFFICE, PLACE AN X IN THE	-----	7
BOX OF APPROPRIATE COLUMN.	-----	5
		29 points

4. 50 points (space available) - 29 points (copy depth) = 21 points to divide between margins.
5. 21 points divided by 2 = 10 points for one margin (top) and 11 for the other (bottom).
6. 10 points (top margin) + 5 points (cap height) = 15 points to come down from top of box to begin typing.
7. Line up horizontal alignment mark on Card Holder with top of box.
8. Click down 15 points, and you are ready to type.
9. Repeat for rest of this portion of vertical centering practice. (Numbers will be different, but the procedure the same.)

Centering More than One Line of Both Upper- and Lowercase Letters

1. Measure box (50 points).
2. Select an 8-point type and use 3 points of leading between lines. Set Leading Dial for 11.
3. Determine copy depth:

When correspondence has been received	-----	8
from another office, place an X in the	-----	3
box of appropriate column.	-----	8
		30 points

4. 50 points (space available) - 30 points (copy depth) = 20 points to be divided between margins.
5. 20 points divided by 2 = 10 points for each margin.
6. 10 points (top margin) + 5 points *cap height* (cap height—not point size—to take you to base line) = 15 points to come down from top to begin typing.
7. Line up horizontal mark on Card Holder with top of box.
8. Click down 15 points, and you are ready to type.
9. Repeat for rest of this portion of vertical centering practice. (Numbers will be different, but the procedure the same.)

Vertical Centering—Continued

Page 43
Exercise 20

WHEN CORRESPONDENCE HAS BEEN RECEIVED
FROM ANOTHER OFFICE, PLACE AN X IN THE
BOX OF APPROPRIATE COLUMN.

TIME
AND
DATE
MESSAGE
RECEIVED

EMPLOYEE
SIGNATURE

When correspondence has been received
from another office, place an X in the
box of appropriate column.

Time
and
Date
Message
Received

Employee
Signature

Tabulations

Machine Adjustments

1. Use 11- or 12-point type with Leading Dial on 15.
2. Set margins at 5 and 46. Clear all tabs.
3. True up the Justification Tube.
4. Check to see that Space Bar Value Dial is on 3.

Rough Copy to Determine Tab Settings

1. Type longest line in each column. Do not space between last letter in one column and first letter in next.
2. Space to right margin, counting units as you space. Set Space Bar Value Dial on 5 for easy counting. *Leave your right hand on the Dial*; space with left hand; remember to move the Dial back to 3 when you reach right margin. Watch for white line to appear in Justification Window to get an exact count. (After you space and count 105 units, the white line will be at 1 on the scale, indicating you have one more unit remaining to the margin. Total number of units between copy and right margin is 106.)
3. Use your judgment in apportioning number of units available (106) between columns. For a pleasing appearance, it is desirable in this project to leave more space between the first and second columns and an even amount of space between the others. An arbitrary decision could be 46 units in the first space between columns and 30 units in each of the other two.
4. Return Carrier to left margin and set Value Dial to 3. Type longest line in first column.
5. Space 46 units. (Set Value Dial on a higher number for rapid Carrier movement. *Leave right hand on Dial* and space with the left so you will remember to *move Dial back to 3 after spacing.*)
6. Carrier Position Indicator will be to right of $28 \frac{1}{2}$. Use unit Backspace Key and count seven backspaces until Indicator is exactly on 28. This tells you the second column should begin at $28 + 7$. Make a note of this at the beginning of the second column on the copy from which you are typing. (See page 47 for example of handwritten notation.)
7. Reposition the Indicator 7 units to the right of 28. (Set Value Dial on 7 and space once. Be sure to return Value Dial to 3.)
8. Type longest line in second column, then space 30 units. (Remember to return Value Dial to 3.) By backspacing as described above, you learn this next column begins at $34 + 4$ units. Make a note of this at the beginning of the third column on the copy from which you are typing. Reposition the Indicator 4 units to the right of 34.
9. Repeat procedure for next column, which will be at $41 + 7$.

(Tabulations continued on page 46.)

Tabulations

Page 45
Exercise 21

Title of Publication	Description	Machines Used	Form No.
Mechanized Cash Posting	A-Bul.	Unit Record	H20-0034
Public Utility Customer Accounting with Series 50	A-GIM	Series 50	H20-0064
Punched Card Accounts Receivable Controls	A-Bul.	Unit Record	H20-0051
Telephone Revenue Accounting	A-GIM	Unit Record	H20-0014
IBM 650 for Public Utility	A-Brief	650 Unit Record	H20-6678

Public Utility Customer Accounting with Series 50A-BriefUnit RecordH20-0034

Public Utility Customer Accounting with Series 50	A-Brief	Unit Record	H20-0034
---	---------	-------------	----------

Tabulations—Continued

Setting Tabs

For much work, you could use the above information to set tabs to the nearest pica. But, since some tabulations have critical spacing requirements, do this project exactly for practice.

1. Position Carrier at left margin.
2. Set tabs at each whole-pica number written on the copy from which you are typing. Tabs will be set at 28, 34, and 41.

Rough Copy for Centered Headings

1. Type longest line of first column. Return Carrier, and type heading on next line.
2. Holding Card Holder in position to right, space until vertical line is aligned with last character on preceding line. Count units as you space to determine difference between the two lines. Note the number (145).
3. Type the longest line of next column. Return Carrier and type heading on next line.
4. Since heading is longer than the longest line of column, slide Card Holder to right and *backspace* to determine difference between length of the two lines. Note the difference (15).
5. Repeat procedure, either spacing forward or backspacing as appropriate, to determine difference between length of column heading and longest line of column.

Final Copy for Centered Headings

1. To center heading over first column, position Carrier at left margin and space in half the number of units noted above (145 divided by 2 = 72 units to space over). You are ready to type.
2. To center heading over second column, position Carrier at beginning point for column (the 28 plus 7 marked on the Scale). Then backspace half the difference noted in step 4 above (15 divided by 2 = 7 units to backspace).
3. Follow same procedure for last two headings.

Final Copy for Columns

1. Type first line of first column at left margin.
2. Tab to 28, space 7 units (set Value Dial on 7, space once, reset Dial to 3) to position Carrier at beginning point of column as written on the copy. Then type.
3. Follow these same procedures for the rest of the project.

Tabulations—Continued

Page 47
Exercise 21

Public Utility Customer Accounting with Series 50
Title of Publication 145

A—Brief
Description 15

Unit Record
Machines Used 11

H20—0034
Form No. 6

Title of Publication	Description	Machines Used	Form No.
Mechanized Cash Posting	²⁸⁺⁷ A—Bul.	³⁴⁺⁴ Unit Record	⁴¹⁺⁷ H20—0034
Public Utility Customer Accounting with Series 50	A—GIM	Series 50	H20—0064
Punched Card Accounts Receivable Controls	A—Bul.	Unit Record	H20—0051
Telephone Revenue Accounting	A—GIM	Unit Record	H20—0014
IBM 650 for Public Utility	A—Brief	650 Unit Record	H20—6678

Forms Construction

This forms construction project gives you an opportunity to combine your new skills:

- Vertical and horizontal centering

- Setting copy flush right

- Using a variety of Fonts—different sizes and different weights

Blank, pre-ruled practice forms may be found in the back of this book.

If you would like additional experience in forms preparation, see page 50. Blank forms for this job may also be found in the back of this book.



WALLACE NATIONAL BANK

On the Square
New Market, Texas

STATEMENT OF ACCOUNT

for the period

to

Member FDIC

Checks And Other Charges		Deposits And Other Credits	Date	Balance

Please examine this statement and advise the Checking Accounts Manager within 10 days of any discrepancy. The amounts shown in each column will be considered correct unless you advise us of an error. We will not be responsible for errors reported after 10 days.

PLEASE EXAMINE STATEMENT AT ONCE

Forms Construction—Continued

Check Request

Date _____

Amount of Check _____

Payable To _____

Reason For
Expenditure _____

Voucher
To Read _____

Check No.				Vendor No.	
Appr. No.	Empl. Serial	Anal.	Dept.	Account	Amount
Net Total					

Forward Check To _____

Date Check Required _____

Charge _____

Requested By _____

Approved By _____